



CF Item Barcode Sign

Page 1  
Date 14-Feb-2005  
Time 12:03:58 PM

Login Name John Manfredi (Records Assistant II)



UN-CS-RAI-USAA-DB01-2005-00045

Expanded Number **UN-CS-RAI-USAA-DB01-2005-00045**

External ID

Title

**Chapter 11: File names of images and photographs of Procedural Manual for UNICEF  
Division of Communication (DOC) Web With User Guidelines.**Date Created  
14-Feb-2005 at 12:02 PMDate Registered  
14-Feb-2005 at 12:02 PM

Date Closed

Primary Contact  
Owner Location Common Service Task Force  
Home Location UN-CS-RAF-USAA-DB01-2005-0001 (In Container)  
Current Location/Assignee Common Service Task Force since 14-Feb-2005 at 12:02 PM

FI2: Status Certain? No

FI3: Record Copy? No

J01: In, Out, Internal Rec or Rec Copy

Contained Records  
Container

Date Published Fd3: Doc Type - Format Da1:Date First Published Priority

Record Type **A02 UN-CS-RAI-COMMON SERVICE EG ARM ITEM WRITE**  
Document Details **Record has no document attached.**

Print Name of Person Submit Image

Signature of Person Submit

Number of images  
without cover

## File names of images and photographs

- Graphics and photos used throughout the site are stored in the **/images/** folder of the root directory.
- Graphics and photos used in the thematic modules are stored in the **/images\_modules/** folder of the root directory.
- Graphics and photos used in the other sections of the site are stored in their respective **/images/** folder:  
**/broadcast/images/**  
**/press/images/**  
**/emergencies/images/**

All images and photographs should be given the prefix corresponding to their location on the site:

Section	Prefix
Information by country	ibc_albania_ ibc_romania_
What we do	what_
Why we do it	why_
UNICEF people	people_
Voices of Youth	voy_
Support UNICEF	support_
Press centre	press_

About UNICEF	about_
Contact us	contact_
Employment	employ_
Publications	pub_
Video/audio	broadcast_

Adolescence	adolescence_
Child protection	protection_
Early childhood development	iecd_
Education	education_
Emergencies	emergencies_
Gender concerns	gender_
Health	health_
Immunization Plus	immunization_
HIV/AIDS	aids_
Nutrition	nutrition_
Water, environment and sanitation	wes_
How we work	how_
Supply	supply_

## Official UNICEF photographs

Photographs provided by the NYHQ Photo Unit are assigned a unique number. This number should be added as follow:

Examples:    education\_020320.jpg  
                 aids\_010820.jpg

## Other photographs

Photographs obtained from another source should be given a short descriptive name.

Examples:    education\_kindlimuka.jpg  
                 aids\_juan.jpg

## Maps

The name of a map image should include the name of the section followed by the word *map*.

Examples:    ibc\_albania\_map.gif  
                 ibc\_afghanistan\_map.gif  
                 aids\_map.gif

## Banner (77x90)

The name of a banner image should include the word *banner* followed by a short descriptive name.

Examples:    education\_banner\_gogirls.gif  
                 health\_banner\_healthday.gif

## Languages

Examples:    education\_020320\_en.jpg  
                 education\_020320\_fr.jpg  
                 education\_020320\_sp.jpg

Section	Prefix
Global navigation	app_nav_uniceflogo.gif app_nav_strapline.gif app_nav_whaton.gif

Search	<b>app_search_gobutton.gif</b>
Section header	<b>app_why_header_main.gif</b> <b>app_what_header_main.gif</b>
Section subheader	<b>app_what_subheader_education.gif</b> <b>app_what_subheader_health.gif</b>
Section photo	<b>app_what_photo_education.gif</b> <b>app_what_photo_health.gif</b>
Homepage photo (you must include image number if available)	<b>hpphoto_code_020320.gif</b>